Submitting Content

The standards and workflow to providing content for the EDRN public portal.
The EDRN public portal is now live and fully operational. In order to maintain the quality of the public−facing content appearing on the portal, a certain set of guidelines must be followed. By enforcing these guidelines we guarantee

- That the public portal contains content of high quality.
- That the public portal contains appropriate content.
- That the public portal stenuously adheres to the following standards:
    - Section 508, a law that makes electronic resources accessible to those with disabilities.
    - W3C Web Content Accessibility guidelines, also known as "W3C−AA"; guidelines for accessible content.
    - XHTML 1.0, a markup standard that ensures compatibility across operating systems, browsers, and platforms (including desktop computers, televisions, kiosks, and handheld devices).

Acceptable Content

The following types of content may be submitted to the public portal:

- ***HTML pages***. HTML pages that conform to XHTML 1.0 are the ***preferred*** content type because they appear in any browser, are searchable within the portal, and are indexable by search engines such as Google. XHTML pages must contain only markup that defines the structure of the document ***and not its presentation***. That means:
    - Use tables for tabular data, not page layout.
    - Use tags like `<em>` for *emphasis* and `<strong>` for ***strongly−worded*** sections, not `<i>` for italics and `<b>` for bold.
    - Avoid excessive use of the `style` attribute.
  Doing so ensures that assistive devices such as screen readers and font size changers work correctly for those with difficulty seeing. See also the Markup Validation Service.
- ***Images***. Images must be in the PNG or JPEG/JFIF image formats; GIF may be used as a last resort. Images must also have a textual description for use by assistive devices.
- ***Audio***. Audio files must be in the MP3 or AAC formats and contain no Digital Rights Management (DRM) features. They must also have a textual description for the hearing impaired.
- ***Video***. Video files must be in 3G, H.263, H.264, or MP4 formats in a QuickTime or AVI container. They must also have a textual description for the vision and hearing impaired.
- ***PDF files***. The Portable Document Format may be used for content that is intended to be printed. Printable content includes fill−out forms and large manuals. Smaller documents that are mostly text and six pages or fewer must be converted into XHTML.
- ***Spreadsheets***. Spreadsheets in the Microsoft Excel format are acceptable if they contain formulae, pivot tables, or other interactive features. Spreadsheets that are merely containers for tables must be converted into XHTML or PDF.

The following content is ***unacceptable***:

- ***Microsoft Word documents***. Word documents violate standards and are not searchable within the portal. Convert them into XHTML. *Note:* If you use Word's "Save as Web Page" feature, you will need to hand−edit the file to make it compliant with XHTML 1.0. Also, if your document contains printable forms to fill out or is greater than six pages, you may convert it into PDF.

- *PowerPoint and Keynote presentations*. Not all users have PowerPoint or Keynote. Convert your presentation slides into PDF.
- *Flash*. Flash cartoons, games, or other objects violate Section 508 and W3C−AA and are unacceptable.
- *Pages, Quark Xpress, PageMaker* and other desktop publishing files are unacceptable. Convert to XHTML or PDF as with Word documents.

Submitting Content: the Workflow

In order to post content on the public portal, you will need to perform the following steps:

1. If you do not yet have an authoring account on the portal, visit the <u>registration form</u> to sign up for one. Enter your full name, the user name you would like, your email address, and your password. If you would like a password generated and mailed to you instead, check the box labeled "Send a mail with the password." Then, click the Register button.
2. Sign in with your authoring account on the <u>login form</u> by entering your user name and password.
3. Click the link to visit "your folder."
4. In the green bar, click the "Add to folder" menu and choose the kind of item you want to add:
   - Choose "Page" to add a XHTML page. This is the preferred content type.
     1. Enter the Title of your page.
     2. Enter a short (one small paragraph) description of the page. Add a second paragraph that tells where you want the page to appear in the portal and what link text to use.
     3. If you have an XHTML file to upload, click the file upload button near the bottom. Otherwise, enter your XHTML text.

        Note: If you do not know XHTML, choose "Plain Text" from the "Text Format" menu and enter plain text instead.
     4. At the bottom, click "Save".
   - Choose "Image" to add a PNG, JPEG, or GIF image.
     1. Enter the Title of your image.
     2. Enter a short (one small paragraph) description of the image. Add a second paragraph that tells where you want the image to appear in the portal.
     3. Click the file upload button to select the image to upload.
     4. At the bottom, click "Save".
   - Choose "File" to add a PDF file, audio file, video file, or spreadsheet.
     1. Enter the Title of the file.
     2. Enter a short (one small paragraph) description of the file. Add a second paragraph that tells where you want the file to appear in the portal and what link text to use.
     3. Check the box "Replace with new file"
     4. Click the file upload button to select the file to upload.
     5. At the bottom, click "Save".
5. At this point, you may re−edit your page or re−upload your image or file if you see errors by clicking the green Edit tab near the top.
6. When you are satisfied with the appearance of your content, click the "State" menu in the green bar and change the state from "Public draft" to "Submit".

The portal executive editor will review your content. If approved, it will appear in the portal. If not, you will be notified of the reasons why and what changes should be made. The editor may make small changes on your behalf such as correcting spelling or spelling out certain acronyms.

Conclusion

With such a workflow in place, we can work together to assure a quality public portal. However, the workflow described in this document is tentative and feedback is appreciated. You may contact the executive editor by email. Alternatively, you can comment on this page by clicking the "Add Comment" button below.